

**LOUDOUN COUNTY FIRE ADVISORY COUNCIL, INC.**  
**16600 Courage Court**  
**Leesburg, Virginia 22075**  
**(703) 777-0333 Fax: (703) 771-5359**  
**April 18, 2001**  
**Minutes**

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The regular meeting of the Loudoun County Fire Advisory Council, Inc. was held on April 18, 2001, at the Training Center. The meeting was called to order by Vice-Chair, Jim Cunningham at 7:35 p.m.

Roll Call: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 were present.

Absent: 5, 11, 12 and 16

Fire Council Officers Present: Jim Cunningham and Karen Spalding

Absent: Mickey Buchanan – excused out of town

Also Present: Keith Brower, John Wisner

Approval of Minutes: Minutes of February and March were approved.

Public Comments: None.

Treasurer's Report: Karen Spalding reported that there is a balance of \$5,647.07

Committee Reports

Officer Development/Training Committee: Captain Wisner distributed an updated Training Schedule. The Incident Command and Infectious Control training will be scheduled over the next few months. The NFA Incident Management System is scheduled to be implemented July 2001.

Committee Members: Buddy Owens – Co 3, Steve Jacobus – Co 5, Tim McGann Co 5, Scott Lambert Co 6, Tom Graling Co 9, David Short Co 11, Josh Cooper LCFR, Sheila Minnick Co 14, Jose Salizar BLS and Garrick Terry –ALS.

Staff: The new Incident Management System is to be implemented July 2001. Each Chief should have received a copy of the new NFA IMS. Training is working on developing a plan to get all personnel trained. Mary Maguire is exploring grants. Beginning on May 3 a Chase Unit (ALS3) with 2 staff, one BLS and one ALS will be running from the Leesburg area 24-hours a day due to call volume. Budget funding was approved for Proffer replacement.

EMS Council Representative: No Report

Commission Report: The Dulles Town Center Mall dispatch policy was approved. The truck policy was passed and it will be sent to ECC soon. The first report from the EMSSTAR consulting group should be available on their web site the first week of May. The distribution for county contributions to the companies for FY02 should be set at the May 1 commission meeting, the base has been raised to \$100,000 plus per call allowances.

Communications: ECC will be moving upstairs in April. Projected completion of 800 MHz project is December '01.

R/R Committee: Ray Muth and Shirley Flippo to get together to discuss nominations. No nominations have been received from Companies, please submit ASAP. Discussion on retirement points and lifetime members. Ray to bring up at Commission workshop. Banquet is on May 17 at Caredoc Hall.

Committee Members: Roy Ott, Joe Habib, Ray Muth and Shirley Flippo

Chiefs' Committee: Rescheduled for Tuesday May 8 at Company 2 at 1930 hours.

#### Old Business

- A. The county has developed a Unit Command Board that were distributed to each company. Chair asked that each company be issued one to start on a trial basis. Please try the boards and forward any recommendations to the Chair. Keith passed around a smaller version of the incident command board. COG draft of new IMS was distributed; contact Keith Brower if you did not receive. COG distribution / implementation date is July.
- B. Question from Company 10 regarding the Dry Hydrants and responsibility for maintenance. Staff and the FM Office are looking into these matters. A meeting will be held on November 01 at 1800 to discuss available options. Maria sent a survey out on dry hydrant needs. Please get these back ASAP. The county has \$200,000 in funds to use for the project. Jim asked for a timetable / update to be provided by Keith Brower.
- C. Question from Company 10 regarding the draft Service Agreements. These will be negotiated with each Company. They were received from the County Attorney's Office and the Commission has approved a Draft to go to the Board of Supervisors on March 5, 2001. Jack Brown reported that the County Attorney requested that the funding portion be removed to a separate agreement. Keith reported there is a meeting on Friday, April 20, 2001.
- D. At the November meeting, John Wisner distributed HazMat Business Plan that included dispatch criteria. A motion was made to endorse the dispatch criteria for the HazMat Team by Company 8 seconded by Company 7. Motion carries. Capt. Wisner will forward this to the Commission for action. Turned over to Senior Staff.
- E. Company 2 made a motion to request the addition of a ladder truck to all residential / commercial structure fires seconded by Company 8. Motion carries. The criteria of not dispatching ladder trucks in non-hydrant areas will be removed. This policy change has been forwarded to the Commission for action at their April meeting. Approved by Commission.
- F. Volunteer database will be ready to maintain points next year. Keith Brower requested a couple of people to be on the committee with Matt Partlow and Marty Mantelle to look at software packages for fire station management and fire reporting. Currently being tested. Keith Brower to check on the status with Matt.
- G. Question on the Motorola Minitor III and their compatibility with our system. We have been told that the Minitor III will only accept one set of tones. You would not be able to have a company tone and an officer tone in the same minitor.
- H. Discussion on OSHA compliance. Volunteers are covered under VOSHA rules.

- I. SCBA Mask Fit Testing – Classes have been scheduled.
- J. Request to take a look at apparatus specification guidelines – to be discussed at next Chief's meeting.
- K. INOVA Physical Program discussion. The Volunteer Physical issue has been resolved and a cad message and letter was sent to each Company. The location is the same but there is a new contact person and phone number.
- L. Discussion on Box Mapping System. Motion made and approved to let ECC develop a box grid system to replace the current map grid system. Keith has the map in Jack Brown's office. He will bring to Chief's Meeting.
- M. Discussion on using Street Names and discontinue the use of Route numbers when dispatching responses. Motion made by Company 4 and seconded by Company 1. Motion carries. Will be forwarded to EMS Council for action.

#### New Business

- A. Ray appointed to Chair a Safety Committee. Request assistance from Companies.  
  
Jim Cunningham and delegate from Company 2
- B. Consultant report goes to Finance Committee on May 7.
- C. Expansion on Burn Building. 14 architects interested to provide design.

#### Announcements

Companies 1, 10 and 16 need input for display board at Training Center.

Delegate/Alternate List Needed from Company 1, Company 2, Company 3, Company 4, Company 5, Company 11, Company 12 and Company 16.

Reminder of upcoming elections. Battalions 1 and 3 will elect commissioners.

Meeting adjourned at 8:30 p.m. The next meeting will be held on May 16, 2001.

Respectfully submitted,

Karen Spalding  
Recording Secretary/Treasurer  
Loudoun County Fire Advisory Council, Inc.

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